

Operations Office (CFB)

Operations Office is responsible for carrying out the employment of persons from outside the Federal Government and from other Federal agencies, administering the Agency's Competitive Placement Plan and all other in-service placement actions including reassignments, details, TDY assignments, Permanent Change of Station moves, job abolishment, etc. Responsible for position classification determinations as well as maintenance of position descriptions, organization-planning assistance, pay administration, within-grade increases, and quality increases. Another responsibility of this office is to counsel and assist supervisors and employees relative to interpretation and application of personnel regulations and policies; grievance processing, conflict resolution, orientation of new employees, retirement counseling and processing, life and health insurance claims processing, workers' compensation claims administration, and general human resource services.

This office is also responsible for processing and maintaining all personnel records and files insuring that documentation and processing of all personnel actions are in compliance with applicable Public Laws, OPM, NASA, and Glenn regulations,



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policies and procedures. Processes, controls, maintains, and disposes of employee records, including Official Personnel Folders, inactive records, and forms associated with life insurance, health benefits, unpaid compensation, and retirement. Operates and monitors the Glenn segment of the NASA Performance Management Information System. Administers pay including conversion and implementation of new pay systems, normal salary and wage setting determinations.

